



The CATS Meow March 2 (#1 of 2)

Hello

Greetings from the CATS Meow.

Conference calls

Tomorrow

Friday, March 3

1:30pm

Call: 360-357-2903

PIN: 15852 #

No need to pre-register. If you have a problem, call Vanessa Butler. (360) 725-7070.

Friday, March 17

9:30am

Same phone number and PIN code

You are encouraged to be on both calls, if you can.

Help!

We want you to get as much support as you need to make this work for you.

You can send us e-mail at:

eSHIBAHelpDesk@oic.wa.gov

We are also going to put support materials on our web site. Watch for that next week.

Forecasting

It's only six short weeks until April 13th. We know that you've got lots of records already from your volunteers for January and February.

How long to get those in the system? Well, frankly, we don't know. So, here's what we're going to do.

(1) Ask you to tell us how many records you have, now.

(2) Ask you to do a very brief time study to estimate your data entry demands.

Take an inventory and then have a staff person or admin volunteer take 20 minutes and enter as many CCR forms as they can. It's best to use a mix of old and new paper forms from a mix of volunteers and in various stages of completeness.

Suppose you have 150 CCR records. And suppose you entered 10 in 20 minutes. You'll need 5 hours to get all 150 records into the database. Want help with the math? Number of records at your desk (150) divided by 3 times the number you did in 20 minutes ($3 \times 10 = 30$) equals the number of hours to complete (estimated). Voila!